



MIAMI BEACH

Announcement of Open Position

GRAPHIC DESIGNER/COPYWRITER (OFFICE ASSOCIATE V)

\$40,291.68 – \$65,074.10 ANNUAL SALARY

Open: 08/21/2006 8:30 AM

Close: Until Filled

NATURE OF WORK

Performs a variety of creative tasks related to producing print and electronic publications and multi-media projects, including copywriting and graphic design. Some administrative duties. Develops, organizes and conducts specialized research and other programs as designated by supervisor.

MINIMUM REQUIREMENTS

Bachelor's degree in Public/Business Administration or a related field and one (1) year full-time responsible administrative support experience including the maintenance of a detailed filing system and the use of personal computers. Additional related experience may substitute for education on a year-for-year basis.

PREFERENCES

Bachelor's degree in Communications/Marketing/Graphic Design or a related field and one (1) full year full-time responsible experience in multi-media graphic/visual arts, advertising, journalism, copywriting and editing and proficiency in desktop publishing (PC environment) and writing. Experience may substitute for education on a year-for-year basis.

Detail oriented and multi-tasker. Considerable knowledge of Adobe Publishing Suite (PageMaker, Illustrator, PhotoShop) and/or Quark Xpress or In-Design, HTML/CSS, Dreamweaver, FrontPage, Flash, Image Ready, Microsoft Office, and other web platform. Considerable knowledge of modern office equipment. Ability to establish and maintain effective working relationships with other employees, City officials, and the general public. Some Spanish.

TO APPLY

E-Mail two (2) detailed resumes by close date to:

jobs@miamibeachfl.gov

or via mail to:

MIAMI BEACH CITY HALL
Human Resources Department
ATTENTION: GS-OAV
1700 Convention Center Drive
Miami Beach, FL 33139

CLASS NO: 2120
UC NO: 06-UO-1-213

EOE/AA/ADA/VET PEF

FAXES NOT ACCEPTED

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EOE/AA/ADA/VET PREF

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.